

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS
INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

14 (AOC) ASSOCIATIONS

140101 MINUTES, NORTH DAKOTA STATE'S ATTORNEY ASSOCIATION
This series contains record of proceedings. Seminar and meeting notes.

RETENTION: Retain for the current fiscal year (ACFY), then dispose by landfill.

50 (LG) LEGAL

500402 DEPOSITIONS
This series contains statement of witnesses under oath.

RETENTION: Retain for 10 years after the case is closed (ACC), then dispose by landfill.

500406 CASE DISPOSITION BOOK
This series contains cases assigned by number, listing defendant and disposition.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

500408 PROCEEDINGS, GRAND JURY
This series contains a copy from District Court. Prosecution's evidence, jury decision, indictment.

RETENTION: Retain for 5 years after the current fiscal year (ACFY), then dispose by landfill.

500410 CASE FILES, MENTAL HEALTH
This series contains mental health involuntary commitment files. Copies of those in Clerk of Court. Contains evidence, examinations, reports.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by shredding.

- 500412 **CRIMINAL CASE FILES**
This series contains judgment of conviction, lists of defendant, charges, arraignment information, police reports, investigative records, and responses to parole officer.
- RETENTION: Retain for 10 years after the case is closed (ACC), then dispose by landfill.
- 500413 **CASE INDEX**
This series contains names of case numbers of defendants.
- RETENTION: Retain until case file is disposed, then dispose by landfill.
- 500416 **CHILD SUPPORT FILES**
This series contains order to show cause, correspondence, judges' memorandums and orders, etc. that deal with child support cases.
- RETENTION: Retain in office 10 years after case is closed, then dispose by shredding (NDCC 50-09-08.2).
- 500417 **JUVENILE FILES**
This series contains petitions, investigative materials, correspondence, and findings of fact and order of disposition, etc. that deal with formal adjudication of juveniles.
- RETENTION: Retain in office for 5 years after case is closed, then dispose by shredding (NDCC 27-20-51).
- 500502 **ATTORNEY GENERAL'S OPINIONS**
This series contains duplicates of Clerk of Court files. Formal legal opinions of statutory interpretation.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.
- 501008 **COMPLAINTS**
This series contains witness reports, copies of complaints filed in Clerk of Court.
- RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800372 VICTIM/WITNESS ADVOCATE PROGRAM FILES

This series contains Victim/Witness Advocate program files contain correspondence and instructional material.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.

90 (S/S/R) SURVEY/STUDY/REPORT

900221 FELONY REPORTS

This series contains lists of offense and disposition statistics, name of defendant, address, and date of birth.

RETENTION: Retain for 10 years after the current fiscal year (ACFY), then dispose by landfill.

900222 POLICE REPORTS/OFFENSE REPORTS

This series contains police department reports used in evaluating cases and declinations.

RETENTION: Retain for 3 years after the current fiscal year (ACFY), then dispose by landfill.